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26 September 1984

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, E Career Service
Director, Intelligence Community Staff

FROM: Director of Central Intelligence

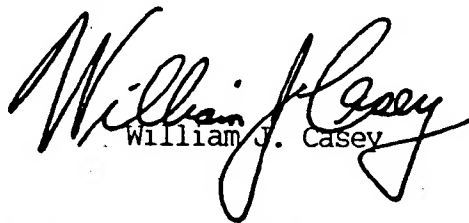
SUBJECT: Support of the 1984-85 Combined Federal Campaign (CFC)

1. For last year's Combined Federal Campaign we set what many thought was too high a goal - \$323,000. We achieved \$328,000. This is excellence at work and I have commended our employees for their achievement. This year's CFC Chairman is Secretary Block, of United States Department of Agriculture, and I have joined him in setting this year's CFC goal at 10% above last year's achievement, which, for this Agency translates to \$361,000. This is an achievable goal but does require our full support.

2. Approximately 56% of our employees did not participate in last year's achievement effort. I believe there are two main reasons they did not participate: first, they did not understand the CFC program; and, secondly, they were not personally invited to participate. The key to overcoming these shortcomings rest with the key workers. They must be individually confident, properly trained, and fully supported by their supervisors at all levels. I sense that in years past junior secretaries have carried the brunt of the load and that they have not been fully supported by their supervisors in either obtaining the necessary training or in their efforts in talking to the employees about CFC. I ask that this not be the case this year. CFC and our own Educational Aid Fund and Public Service Aid Society deserve full support.

3. Your directorates have already been asked by the Office of Personnel to provide a primary and alternate chairperson and an office keyperson to work in this year's campaign. They have been invited to attend a CFC kickoff rally to be held downtown on 20 September and our own rally on 11 October. They should also attend a two-hour training session prior to the beginning of our campaign on 22 October. I ask that you ensure their being able to attend these events.

4. I encourage your personal involvement in this year's campaign and suggest you send a memo to each person in your directorate encouraging their participation. You may also wish to meet with your chairpersons and office keypersons to give them support. Lastly, I encourage your involvement by making your own financial contribution and encouraging your office heads to do the same.


William J. Casey